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MUNSTER TOWN GOVERNMENT

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FOREWORD

The League of Women Voters is an organization devoted to the principles of representative government established by the Constitution of the United States. Unlike most organizations which have social or charitable interests, the Leagues' sole concern is good government. Its purpose is to help citizens become informed about the issues of the day so that they can actively participate in influencing government for the common good. It is non-partisan in nature and works for issues instead of candidates. It never supports or opposes any candidate. The League studies major issues of the day and if, after study, its membership reaches a stand on a particular problem, the League works to secure enactment of legislation supporting this stand.

The League was founded in 1920, after the ratification of the nineteenth amendment, which gave women the right to vote. Then, as now, the League was concerned with helping citizens to become informed about the structure and operation of their local, state and national governments. With this purpose in mind this handbook has been prepared by the Munster members of the Munster League of Women Voters after several years of study.

Your town government is of great importance to you. With the enormous growth of Munster, town problems have greatly increased in complexity as well as in number. Their solutions are not easy to find. For citizens to work effectively with town officials and influence governmental action, a knowledge of the structure of government as well as an understanding of issues is vital. To this purpose, the League is dedicated.

HISTORY OF THE LEAGUE OF WOMEN VOTERS

The League of Women Voters is an outgrowth of the National American Suffrage Association. It was founded in 1920, upon ratification of the nineteenth Amendment giving women the vote. In the same year the League of Women Voters of Hammond was organized by a small group of women meeting at the home of Mrs. W. H. Myers, 91 Douglas Street. In the summer of 1967 the Munster members of this League were given permission to form a Provisional League.

Once women had won the right to vote, it was thought necessary to teach them how to use it, and hundreds of citizenship schools were set up throughout the country between the years of 1920 and 1930.

In the early years, the League concentrated on the process of voting and supported improved election procedures. Much work, beside the citizenship schools, was done to increase the number of informed voters. Education was a constant League concern all through the 1920's and 1930's and continues to be an important area of local and state work.

To know our town has been a primary interest to League members from the beginning, and this interest has been sustained through the

years. The local League has spearheaded improvements in the structure and efficiency of town and city government, has worked on such issues as public schools, health services, and home-rule for cities and towns.

The local League is part of a wider organization which includes Leagues in fifty states and the District of Columbia. On the state level, the League of Women Voters of Indiana has directed a great deal of effort toward the establishment of the merit system, state constitutional reform, improved legislative procedures, child welfare laws, as well as study and action in the tax and school areas. In national affairs the League has been devoted to the principle of international cooperation for over thirty years, has consistently supported the United Nations, the Trade Agreements Program, the Mutual Security Program and technical assistance.

The League does not try to cover the civic waterfront but selects a few important issues at one time. The program is divided into three parts:

1. Current Agenda—items for concentrated study and concerted action;

2. Continuing Responsibilities—positions on issues to which the League has given sustained attention and on which it may continue to take action;

3. Principles—governmental principles supported by the League as a whole, which gives authority for the adoption of local, state and national current agenda.

The Purpose of the League over the years has remained:

1. Education on a non-partisan basis for responsible citizenship.

2. Action on a non-partisan basis for good government.

HISTORY OF MUNSTER

As early as 1837, a way-station of some sort stood on the site of what later became the Old Brass Tavern on the southeast corner of Columbia Avenue and Ridge Road, which at that time was called the "Old Pike." A bronze plaque set in a boulder marks the site of this inn.

What was later to become the town of Munster was a quiet farming community in the latter half of the nineteenth century. Truck farming was carried on in some parts of Munster almost to the present time. The community, extending east and west along the ridge was a stopping place for travelers to Chicago, since the present Columbia Avenue was then the only road to the city. Most of the news of the day was brought by travelers. There was little communication with the world outside the town since the nearest post office was at Gibson.

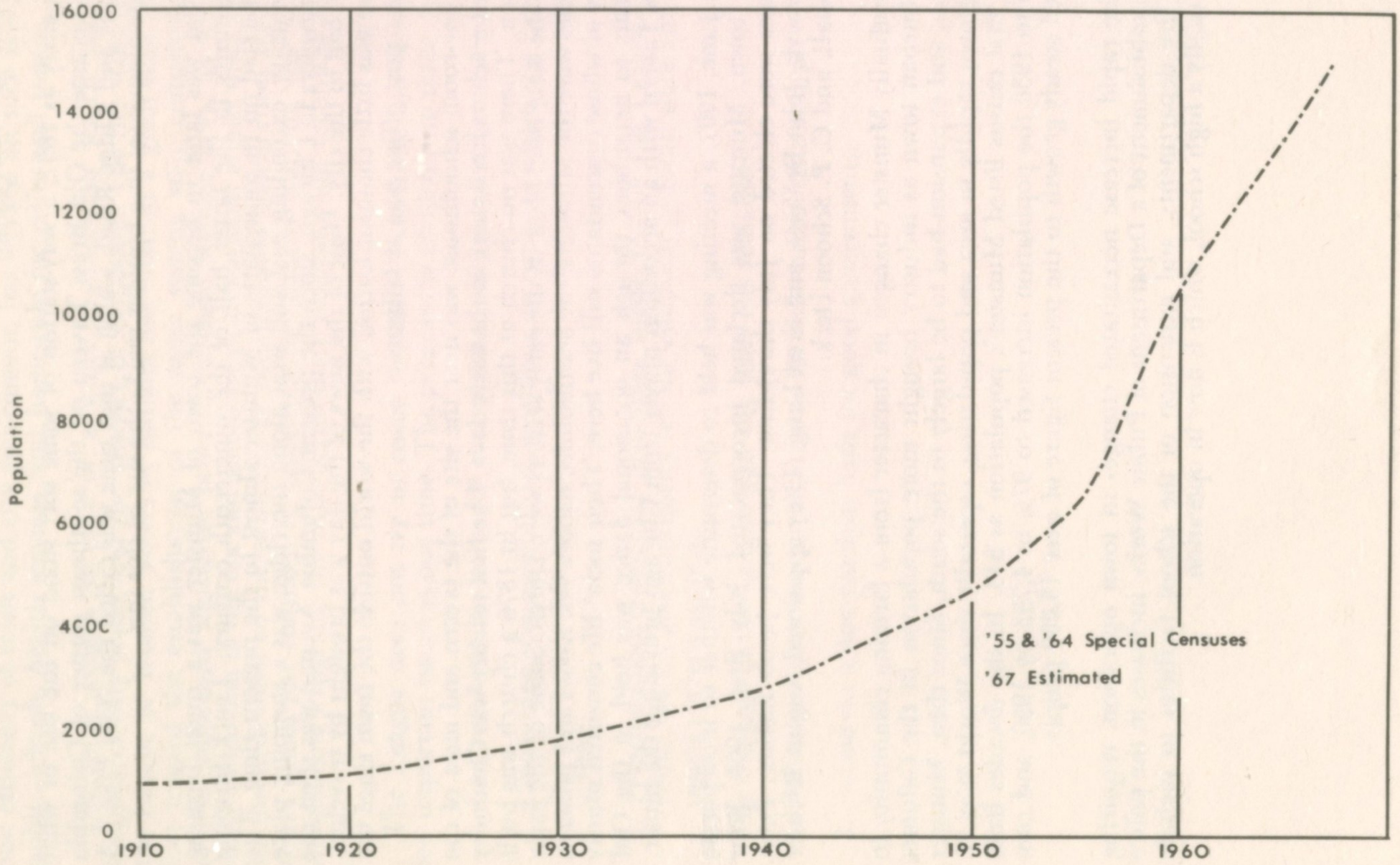
A one-room schoolhouse was near the site of the tavern and most of the school teachers lived there in the early days. The first teacher was Chauncey Wilson. There was no church at this time, but in 1876 a church was built near the state line. Most of the early settlers were Dutch. Some of the early families were the Munsters, the Stahlbohms, Klootwyks, Kooys and Jabaays, many of whose descendants still live here. Their social life consisted mostly of visits to neighbors, though an occasional dance was held in the Old Brass Tavern with an accordion player from Chicago providing the music.

In June, 1907, a meeting was held to determine whether to incorporate as a town. Munster was declared incorporated July first, 1907. Four trustees were elected on July thirty-first. They were Jacob Bakker, Peter Klootwyk, John DeVries, and Fred Lang. They appointed August Richter marshall, and C. P. Schoon clerk.

Gradually Munster changed in character from a farming community to a suburban town as industry brought more population in the Calumet region, and expansion had to be largely to the south. Since then, Munster has grown rapidly in area and population, especially since World War II. The first census listed Munster's population as 543. In the decades from 1910 to 1930 the population increased to 975, to 4,753 by 1950, and continued steady growth to the present figure of over 13,000 people.

The rapid increase necessitated changes in town operation, requiring the establishment of a Department of Public Works, increases in the police and fire departments, and expansion of the school facilities to include eventually a high school, which is now in operation.

MUNSTER'S POPULATION GROWTH SINCE 1910



TOWN BOARD

Local units of government are classified into towns and cities from fifth to first class. The basis is population and type of government. A town is governed by a board of trustees, cities by mayor-council. A town does not need to become a fifth class city upon reaching a certain population level. Cities must provide certain departments which towns need not have. These are set forth by the state, not by local option.

The town government of Munster was established by state statute. Until 1971 the governing body is a four-member board of trustees. At the present time they are elected at large; each of the four wards represented by one member. The only qualification is residence in Munster.

One of its members is elected president each year for a one-year term. The responsibility for the various departments is divided among the members, each having a specific area of responsibility.

The town board

1. Appoints and hires civil town personnel
2. Draws up a budget
3. Authorizes the disbursement of money for streets and sewers, police and fire protection, sanitary services, and expenses of town offices
4. Approves or rejects decisions of plan commission, director of public works, and heads of police and fire departments
5. Appoints a three-member school board

Administration and policy-making rests with the town board. The board meets in regular session the third Monday of each month at 8:00 p.m. in the town hall. The meetings are open to the public and individual citizens may speak. Motions are made and voted on publicly.

The general budget figure shown below represents budgeted monies for the town exclusive of streets, parks, police, and fire which are shown on those respective sections.

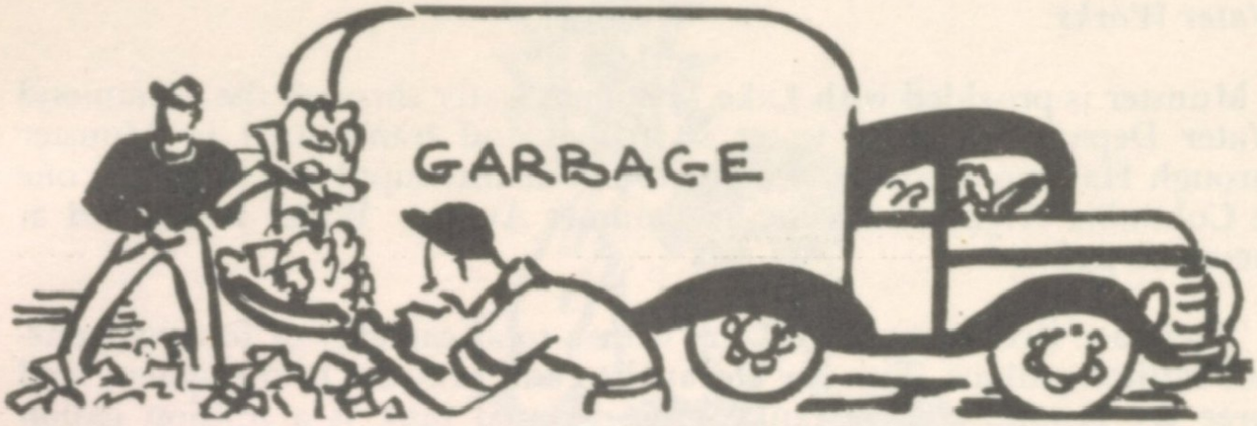
General Budget	$125,930
Salaries of Trustees	7,200

CLERK-TREASURER

There is a town clerk-treasurer elected at large on a partisan basis for a four-year term. There are no specific qualifications stated. The salary of the town clerk is $4300 from the general fund and $2200 from the water department funds. Her duties are to act as secretary at town board meetings, to issue licenses and permits, receive and dispense monies as directed by the town board, keep the town books and records, prepare the budgets, administer oaths and vote in case of a tie of the town board.

MUNSTER PLAN COMMISSION

The Plan Commission was authorized by statute and created by town ordinance to promote orderly development. It is the purpose of this board to encourage the local government to improve present conditions and to plan for subdivisions, streets, utilities, educational and recreational facilities, and suitable business and industry. For this purpose, the Plan Commission has created a master plan to carry out these aims. The meetings of the seven-man board take place on the second Monday of each month at 8:00 p.m. in the Munster Town Hall and are open to the public.



DIRECTOR OF PUBLIC WORKS

The Munster Director of Public Works is appointed each year by the town board of trustees. The salary is $11,500.

The job consists of administration of all town policy with exception of the fire and police departments. Policies are set by the town board. All policies are listed in one volume *Munster Code* at the town hall and are available to the public.

The duties of the Director of Public Works are to administer the work of the following departments: water, street, sanitation, and building inspection. He is also secretary of the board of zoning appeals and plan commission.

The director prepares preliminary budget figures for various departments each year and works with the board of trustees in establishing the budget. He is the policing officer on sanitation, building code violations, plumbing and electrical code violations, violations of licensing of dogs and cats, business and contract licensing, and vector control.

There is a large staff responsible to the director. These include the superintendent of water works (salary $8,000) who has four employees (hourly rate of $2.75 and $2.95); a superintendent of streets and sanitation (salary $8,000) who has 15 employees (hourly rate of $2.75 and $2.95); assistant building inspector (salary $1,500); assistant plumbing and electrical inspector (salary $2,500); a clerical staff (hourly rate $1.75) and a custodial staff (hourly rate $2.00).

Water Works

Munster is provided with Lake Michigan water through the Hammond Water Department. The water is treated and transmitted to Munster through Hammond mains. There are two mains supplying Munster, one at Columbia Avenue and one at Calumet Avenue. Water is metered at these two points.

There are five storage reservoirs with a total capacity of four and one-half million gallons. Two are elevated to add pressure to the system, and three are ground storage tanks. One elevated tank is a million gallon capacity spheroid. The other is of 500,000 gallons capacity. The ground storage tanks provide three million gallons; two are of 500,000 gallons capacity and one of 2,000,000 gallons capacity.

At the present time the town has approximately four thousand water consumers who use approximately two and one-half million gallons of water (annual average). The peak daily use during the summer averages approximately four and one-half million gallons.

Early in 1966 Munster began a $1,250,000 water project to increase storage capacity to four and one-half million gallons and strengthen the grid system. This gives the Munster resident a storage capacity that can supply the consumer with normal home use. This holds true for the present population of 15,000, but due to the rapid growth of the town, this could change.

Street and Sanitation

The street department is responsible for maintenance and repairing of all streets. The department maintains equipment necessary to the performance of services to the town. Equipment is repaired by the department (minor repairs) or service garages. Major repairs are done by the distributor or manufacturer.

Residential and business firms are provided with two garbage and trash collections per week. The town has three packer units. Two are used daily and one is in reserve.

Since 1948 Munster has been a part of the Hammond Sanitary District. Installation of sewers, interceptors and handling of effluent is a responsibility of the sanitary district. Munster residents are taxed to cover this service as a member of the overall district.

MUNSTER POLICE DEPARTMENT

Organization:

The Munster Police Commission consists of three men appointed by the town board for a term of three years. They may be reappointed to serve consecutive terms. No more than two of the men appointed can be from one political party. Their salaries are $200 per year per member. The commission meets the second Thursday evening of the month at the town hall.

The Police Commission appoints the Chief of Police, and he is responsible to them. The chief, with approval of the commission, appoints officers from within the ranks and hires new personnel. The commission advertises in local newspapers for applicants for the police force.

There are no divisions (such as traffic), because the department is too small, and at present there is no great need for specialization.

Personnel:

There are twenty-three people employed in the Police Department. The salaries given are on a monthly basis unless otherwise stated. The clothing allowance for each officer is $125.

1 Chief	$735.00
1 Lieutenant	665.00
3 Sergeants	625.00
6 Patrolmen	580.00
2 Probationary Patrolmen (new)	
1st Year	530.00
2nd Year	550.00
3rd Year	580.00
1 Clerk-matron (48-hour week)	$2.20 per hour
5 Crossing Guards	
3 crossings a day	$6.00 per day
2 crossings a day	$4.50 per day
4 Civilian Radio Operators	
3 Regular (48 hour week)	$1.95 per hour
1 Relief	$1.95 per hour unless it is a trainee who would get $1.75 per hour for a minimum of six months or until he can qualify.

Qualifications: (Minimum requirements)

Physically a policeman must be five feet eight inches in height, weigh one hundred and fifty pounds and be twenty-one to thirty-five years of age. He must have a high school education or better, and be a resident of Munster when he is hired. A fifteen-minute speed test, a one hour written examination consisting of questions submitted by the Police Chief's Association, and an oral examination must be passed. Extensive investigation of background and character is done. A physical examination is provided by the town. All policemen are on one year probation upon joining the force, and are sent to a three-weeks training program at Indiana University and other training schools when possible. They may be sent during the one year period.

The new patrolman spends one month at the station's radio learning proper report and dispatch procedures and codes. He works alone at the radio as relief on weekends. There is one month training on the target range and monthly shoots during summer months. He is assigned to an experienced officer as a rider on patrol to learn areas and business locations. Then he patrols alone on the day shift until well enough acquainted with the town to assume night patrols.

The patrolmen's duties are to control traffic; to make security checks, report to station via radio at designated intervals; patrol assigned area, keeping accurate reports and records; and carry on investigations of accidents and calls of any nature. They must comply to all regulations of the department. A policeman checks the condition of an assigned car at the beginning of each shift. Patrolmen have a forty-two hour week and an eight hour day. They work six days with two consecutive days off.

The qualifications of the chief of police are that he must be recruited from within the department, must have served on the force for five years, must know the procedures of the department thoroughly, and must have administrative abilities.

Promotion suggestions are solicited from patrolmen naming person or persons whom they feel to have the necessary qualifications. Suggestions are considered by the chief and the board of police commissioners. Most dominant criteria are: 1) leadership ability, 2) willingness to work long hours, 3) capability of assuming greater responsibility, 4) able to maintain good working relations with other personnel, 5) able to maintain morale of those he supervises. Seniority is not greatly considered.

Demotions are a matter of discretion of the chief with the approval of the board of police commissioners. Any serious infraction of the rules and regulations would entail suspension or firing.

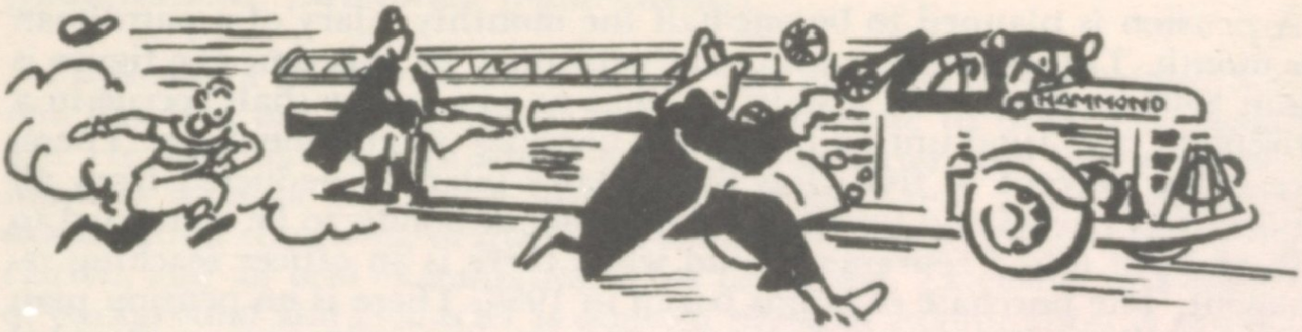
The chief can suspend a person up to and including seven days. If a longer suspension is deemed necessary, the chief brings the matter before the board of commissioners, which can extend the suspension, the policeman in question is entitled to a public hearing in a circuit or a superior court.

A pension is planned to be one-half the monthly salary of a patrolman per month. This pertains to all police personnel. At this time the figure is about $300 monthly. It is a state law that no tax money shall accrue in a retirement plan fund until a policeman becomes of retirement age. Therefore, three percent of first class patrolman's salary is deducted from all officers' pay checks and invested in government bonds, to be converted to cash and put into a retirement fund when there is an officer reaching retirement. The purchase of bonds began in 1956. There is no pension plan for the civilian employees of the department, nor is insurance provided for any police personnel.

Vehicular equipment consists of four patrol cars each equipped with two-way radios, shot gun, blanket, etc. Station equipment includes base radio transmitter and receiver, three submachine guns, complete tear gas unit and gas masks. New equipment is being added each year as needed.

The town jail is located adjacent to the police department on the first floor of the town hall. It is a minimum security cell, and the prisoner is kept not longer than twenty-four hours or until he can be taken to Crown Point.

The budget for 1967 is $140,778.



THE MUNSTER VOLUNTEER FIRE DEPARTMENT

The Munster Volunteer Fire Department is administered by a three-man commission appointed by the town board for a three-year term of office. Commissioners serve at the pleasure of the board and may be removed without any cause. The commission makes and carries out policies for adequate fire protection of persons and properties. Included in their duties are to act as liason between the town board and fire department; prepare and administer the fire department's budget; employ, discharge or recommend changes in the status of members; prescribe terms and conditions of employment and promulgate regulations not in conflict with directives of the town board. The salary of each commissioner is $200 per year.

The fire chief is selected by the commission and approved by the town board on the basis of proven ability. The chief serves at the pleasure of the board and is a part-time employee. The duties of the chief are prescribed by the fire commission. His salary is $1200 per year.

The assistant chief and other officers are appointed by the commission unless the duty is delegated to the chief.

There are thirty-two volunteer fire fighters. They receive an average of $3.50 per hour. For clean-up and fire drills volunteers are paid $1.25 per hour. Helmets, boots, coats, etc. are supplied.

To qualify as a volunteer a man must be a United States citizen, a resident of Munster for one year, in good physical condition, twenty-one years or older, of good moral character, have an operators or chauffer's license.

Volunteers are accepted for a nine-month probationary period. The department takes advantage of all available training sessions; some are offered by the state and others by Purdue University. In addition the department holds drills with the Lansing Fire Department.

A fire prevention program is carried on in the schools. A fire inspection bureau operates for public buildings, places of business and factories. Houses are not included at this time.

Mutual aid is practiced with the fire departments of Lansing, Dyer, Highland and Hammond on both emergency and regular basis.

The fire department's equipment consists of four pumpers; a 500 gallon pumper (1938), a 750 gallon pumper (1948), a 1000 gallon pumper (1962), a 1250 gallon pumper (1967) and one ambulance. Each fireman has a radio in his home. Ambulance service is provided to Munster residents, including oxygen. Firemen receive no compensation for ambulance calls.

There is a general fund designated for repair and replacement of small equipment. A five-year cumulative fire fund for the purchase of large equipment has just been completed. A five-year period must elapse before another cumulative fire fund may be petitioned for and approved.

Budget: $23,155.00

MUNSTER BOARD OF ZONING APPEALS

There are five citizen members that make up the board of zoning appeals. They are appointed by the board of trustees, and each serves a four-year term. Appointments are made each year so that the terms of office do not terminate at one time, thus achieving continuity of thought and action. Two of the members, as appointed by the board of trustees, serve on the plan commission. Members of the board of zoning appeals serve without pay.

Meetings are held on the first Monday of each month at 8:00 p.m. in the town hall.

The board of zoning appeals, as set up by state statute, is a citizen body that work with the zoning ordinance of the town, and may grant variances to that ordinance as specifically outlined in the ordinance. These variances will be considered in relation to hardship and emergency needs.

The zoning ordinance is established through action of the plan commission and approved as a policy by the board of trustees. All property is zoned and policies laid out through these two bodies.

Property Classifications (Zoning) in Munster

Class "A"—Single Family Residential—12,000 sq. ft. minimum lot area.
Class "B"—Single Family Residential—9,000 sq. ft. minimum lot area.
Class "C"—Duplex Residential—7,500 sq. ft. minimum lot area.
Class "D"—Apartment Area—2,000 sq. ft. minimum lot area per unit.
Class "E-1"—General Business
Class "E-2"—Local Business
Class "F"—Industrial

In all the above classifications there are many restrictions explained in the zoning ordinance. These restrictions are enforced through the office of the director of public works and the police department.

The zoning ordinance defines uses for all zoning classifications. Each area is restricted to business or use that will not be offensive to other uses. Classifications A, B, C, Residential, as well as Class D Apartment, may be used for churches, parks, libraries, schools and other public buildings; also nursery areas for nursery products only, not for commercial use. The areas restricted to single families may have only single family dwellings or apartments. Commercial area may have only commercial establishments and may not have residential; industrial may have only industrial uses— not commercial or residential.

The residential areas may have a home occupation which is an occupation incidental to the residence. This means that one may have a desk and a file in a residence, but it does not mean that they may have a doctor's office or professional office that requires parking areas, appointments and customer traffic. This home occupation is highly restricted in the zoning ordinance and it is strictly enforced.

Munster has a subdivision control ordinance that describes in detail the rules and specifications for subdivision within the town limits. The plan commission, which is a seven-member body, three of whom are members of the board of trustees, acts upon requested subdivisions. This work is done in conjunction with the director of public works, town engineer and any other professional services that will assist in getting the job done properly. The rulings are made in conjunction with the subdivision control ordinance and an established master plan which has been prepared and approved by these various bodies and Purdue University. The master plan, as such, is used as master plans are meant to be used—as a general plan, and is followed stringently.

PARKS

Munster has a Community Park Board which is made up of representatives of the various civic organizations and clubs in town. This board governs the Munster Community Park only. Funds received for maintenance of this area come through money-raising activities such as a community play, horse show, 4th of July celebration, and an annual membership drive by which each family is requested to contribute $3.00.

During the past year the Town of Munster established a Park Commission which does have a budget and uses tax funds. This body is made up of four members. These members are paid at the rate of $200 per year. This commission plans the development and maintenance of our various park areas.

The budget figure stated below represents the amount of tax money to be raised in 1967.

Budget $26,500

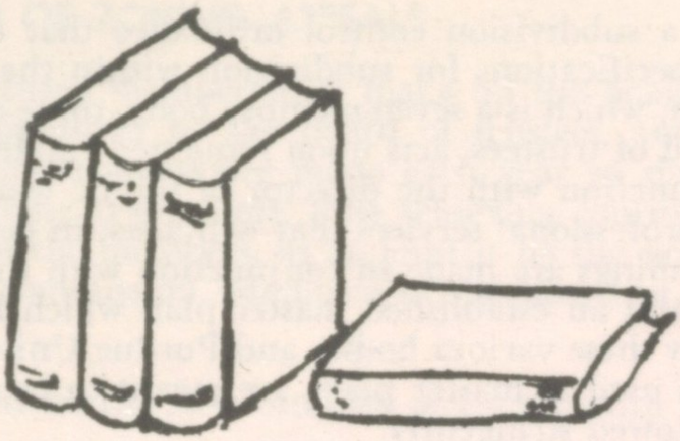
LAKE COUNTY HEALTH DEPARTMENT

The Health Department carries on a complete environmental program. Routine inspections are made by state and county inspectors in restaurants, grocery, bakery stores, meat stores, taverns, schools, old housing, playgrounds, and town and school swimming pools.

Inspections are made at least two times each year. There is one inspector for every 27,000 people. The standard is one inspector for every 15,000 population.

The department does studies on air, trash, and also septic systems.

There are twelve registered nurses, all experienced in public health, who are assigned to specific areas and both public and private schools. The nursing staff assists in the control of contagious diseases and tuberculosis testing. They care for and visit medicare patients, crippled children, mental health patients, and other persons suffering from a chronic illness.



THE MUNSTER COMMUNITY LIBRARY

The Munster Community Library, 1050 Ridge Rd., is one of fourteen libraries that comprise the Lake County Public Library.

Under state law, Lake County Public Library is governed by a board of trustees composed of three members appointed by the judge of the circuit court, two by the county commissioners, and two by the county school board. The library board determines policy, prepares the budget and establishes the tax rate, which is subject to review by the County Tax Adjustment Board and the State Board of Tax Commissioners.

The Lake County Public Library budget for 1967 is $578,502, based on $.3158 property tax per $100 assessed valuation. Another .0492 is assessed for bond retirement.

By providing library services as a large co-operative unit the Lake County Public Library makes available to all residents in the district a book collection of some 200,000 volumes, 3000 phonograph records, 600 16mm and 8mm films, 100 filmstrips, 350 periodicals, local and out-of-town newspapers and pamphlets, as well as a central reference service which includes state and local history materials, rare books and books by Indiana authors.

Interlibrary teletype provides rapid service between libraries for patrons requesting materials from another location. Electronic data processing also speeds other services for the public.

The new Munster library, scheduled for dedication in December of 1967, is located at 8701 Calumet Ave. It is designed to house 31,000 volumes, will be completely carpeted and air-conditioned, will offer a public meeting room, an outdoor reading area and ample parking facilities.

The district is financed by a separate tax levy. Included in the levy are the amount needed for operation and maintenance of the district and the amount needed to repay bonds and interest. Large projects such as additional sewers and relief sewers are paid for by floating bonds. By state law the sanitary district may bond up to 10% of its assessed valuation. (Constitutionally, the civil city and the school city may bond up to 2%). The assessed valuation of the district is the combined assessed valuation of Hammond and Munster. Munster property owners pay the same tax rate for the sanitary district as Hammond property owners.

Any area built since 1961 has separate sanitary and storm sewers. Prior to 1961 combined sanitary and storm sewers were installed.

After 1950 no sub-division was allowed without sewers sized for sanitary and storm flows. However, until late 1964 all areas had to have septic tanks. At that time the Hammond Sanitary District installed interceptor sewers. Since the installation of the interceptors, the septic tanks are being replaced with permanent sewer connections. Munster Budget $295,854

Total $2,575,000

TOWN FINANCE

The budget of a town is its financial work program for the ensuing year. Simply stated the budget consists of:

1. Estimated expenditures necessary for the coming year.
2. Estimated revenues which may be expected from sources other than the tax on property (miscellaneous revenue, state aid, etc.) and which are subtracted from estimated expenditures.
3. The difference which is the amount to be raised by a tax on property.

The tax rate is determined by dividing the amount to be raised by taxes by the assessed valuation of the town. The rate is expressed per $100.00 of assessed valuation. Each taxpayer's share of the cost of the running of the town is determined by multiplying the assessed valuation of his real and personal property by the rate and dividing by one hundred. A town's bonding power is limited by state law to 2% of its assessed valuation.

All budgeting systems are governed by state law. About June 1, each department head estimates the needs of his department and submits figures to the clerk-treasurer. These figures are examined by the board before being incorporated into the final budget.

The budget must be advertised at two different times in two different local newspapers, if possible, at least eighteen days before the annual budget meeting. The publication form is set by state law and must set forth the proposed expenditures, valuation of taxable property, estimates of revenue other than property taxes, proposed rate of taxation and the date of the public hearing.

The date for the public hearing is set by state law and is held in the town hall on the last Monday in August.

The budget is then adopted by the town board. It sets the tax rate and budget by ordinance.

The budget is filed with the county auditor for review by the Lake County Board of Tax Adjustment.

The meeting of the Board of Tax Adjustment is held in Hammond at an announced time in September. The members of the board may ask for an explanation of any item in the budget. The board makes whatever changes it considers advisable, but as stated before, it may reduce but not increase budget appropriations or tax rates.

The tax rate is mathematically computed by the county auditor.

Review by Indiana Board of Tax Commissioners at Crown Point. If the total tax rate in any taxing unit is above statutory limitations, which is $2.00 in cities or towns and $1.25 in rural units, the budgets are automatically referred to the state board.

Appeal. Any governmental unit, whose adopted tax rate was reduced by the County Board of Tax Adjustment, may appeal such reduction to the State Board of Tax Commissioners within ten days after the publication of the action. The state board, acting on such appeal, may approve the action of the county board, order a further reduction, or allow an increase in budget items. However, the rate approved by the state board must not exceed the rate originally adopted by the appealing unit. The decision of the state board is final, but before decisions on revisions are made, public hearings are held locally so that taxpayers may remonstrate.

All local budgets in Indiana are subject to three different reviews before they are approved and become effective:

1. Local legislative body. For the town it is the town board; for the school city it is the Board of School Trustees.
2. County Board of Tax Adjustment. This board is composed of seven members, appointed for one year as follows:

   4 by the judge of the Lake Circuit Court

   1 by the county council from its membership

   1 by the mayor of the largest city in the county (Gary)

   1 by the school board of the largest city of the county (Gary)

Not more than four may be from the same political party. Four must be citizen taxpayers. Three must represent local units of government with budgets under review. All serve without compensation.

The Lake County Auditor is secretary to the board. Meetings are held in different cities of the county on advertised dates. The law provides that the membership of this board must be selected by April 15 of each year, but its duties do not begin until the second Monday in September. The

adjustment board reviews the budgets of the taxing units after they have been approved by their governing bodies. This review must be completed by October 1. Should the board fail to agree or to complete this review by October 1 as provided, the county auditor is authorized to set the aggregate rates of all units within the statutory limits according to his judgment.

3. State Board of Tax Commissioners. This board is composed of three members appointed by the governor, with no more than two belonging to the same political party. This board has final adjudication of all local budgets and may revise, reduce, or restore on appeal, all budget items, rates and levies.

In addition to review of local budgets the State Board of Tax Commissioners has the following powers and responsibilities:

1. To approve or disapprove emergency appropriations made by local units during the course of the year.
2. To pass on bond issues by local units.
3. To fix the assessed valuation of the property of various public utility companies.
4. To supervise the general state-wide assessment of real estate insofar as it prescribes the forms and regulations governing assessment.
5. To conduct courses of instruction for local assessment officials.

The budget and rates set by each of the governmental units are received by the auditor. Estimated income from sources other than property tax is subtracted from the total amount of money needed. Then the assessed valuation of the unit is divided into the remainder to obtain the rate. The rate is established mathematically by the county auditor. The assessed valuation of Munster for taxes collectable in 1967 is $27,972,775.00. The tax rate for taxes collectable in 1967 is $10.50 per $100.00 of assessed valuation and is distributed as follows:

Schools	$5.606
Civil Town	1.35
Sanitary District	1.18
Township	.174
County	2.18
State	.01

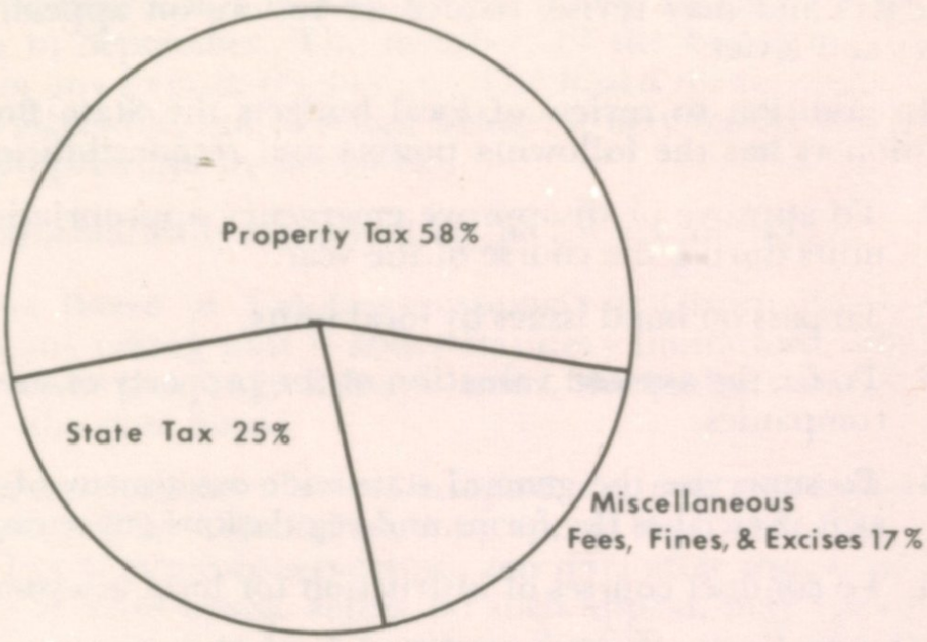
North Township includes Hammond, East Chicago, Whiting, Munster, Highland, and some adjacent rural areas. The township assessor is elected for a four-year term. The main office of the North Township assessor is at 908 W. Chicago Avenue in East Chicago.

Rules for the procedure in the assessment of real property are prescribed by the State Board of Tax Commissioners.

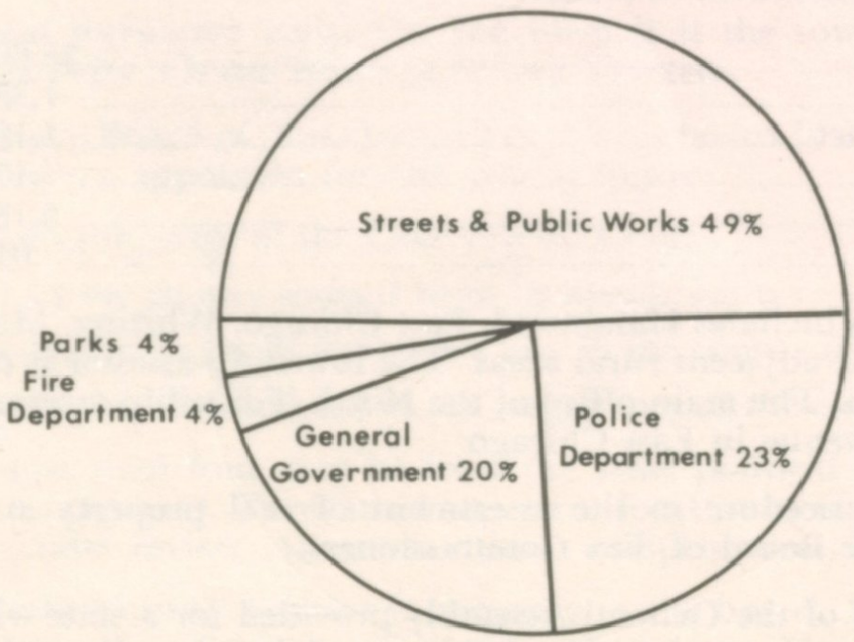
The 1959 session of the General Assembly provided for a state-wide reassessment of real property in 1961 and every eight years thereafter. It establishes the rate of assessment at 33-1/3 per cent of true cash value as determined by specified factors.

Municipal Revenue: 1967

Where does it come from?

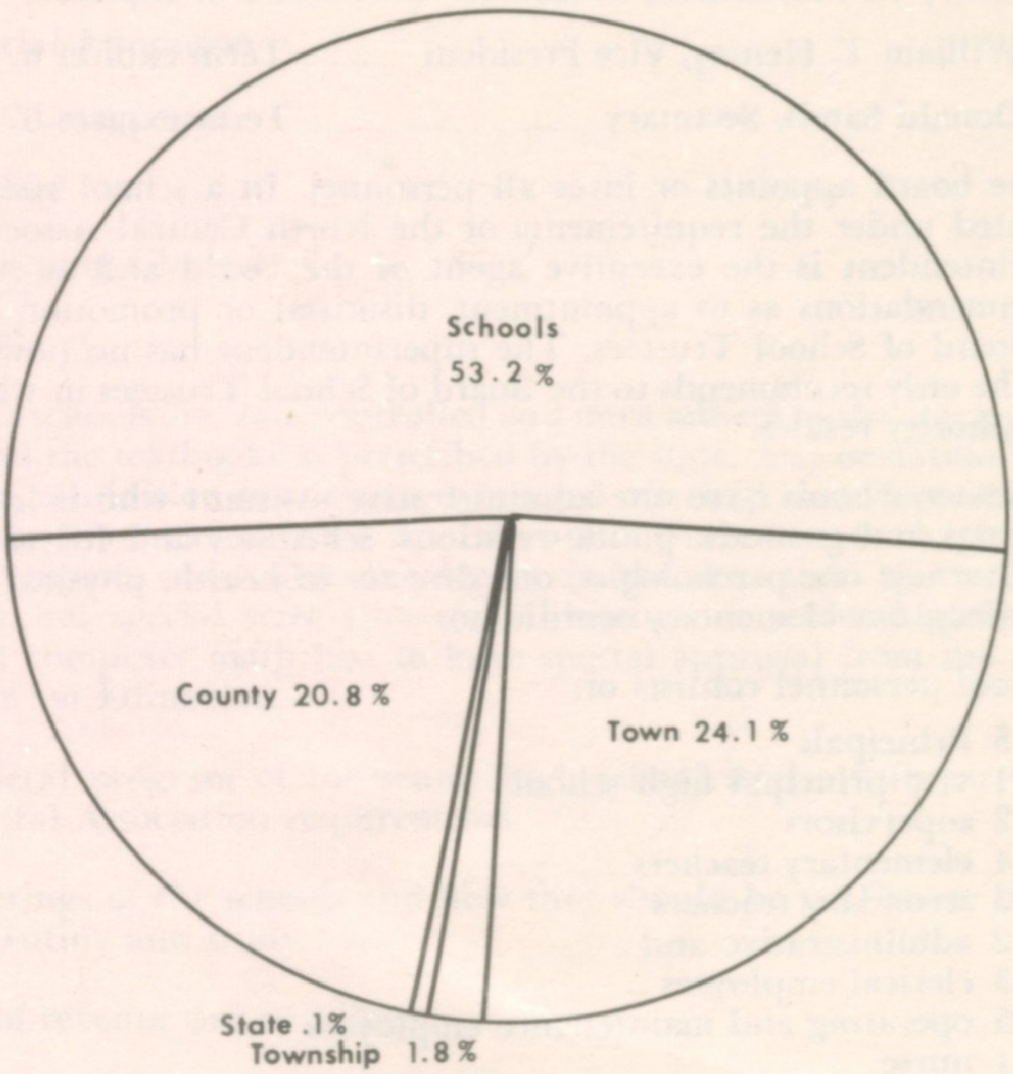


Where does it go ?



Figures obtained from the office of the Clerk Treasurer. All figures are rounded.

Distribution of Your 1967 Property Tax Dollar



Figures obtained from the office of the Clerk Treasurer. All figures are rounded.

The number of members on the school board can be 3-5-7 or 9. It all depends upon the particular law under which a school corporation is operating. The local community has power to change the number of members on the board if it so desires by having a special act passed by the legislature. Whether the board is appointive or elective is all determined by law.

The present members of the school board are:

Harry R. Macdonald, President .....Term expires 6/30/68

William T. Hensey, Vice President .....Term expires 6/30/69

Donald Sands, Secretary .....Term expires 6/30/70

The board appoints or hires all personnel. In a school system that is operated under the requirements of the North Central Association, the superintendent is the executive agent of the board and as such makes recommendations as to appointment, dismissal or promotion of staff to the Board of School Trustees. The superintendent has no power of decision; he only recommends to the Board of School Trustees in whose hands all authority resides.

Munster schools have one administrative assistant who is in charge of buildings and grounds, public relations, schedules and federal projects; one attorney; one psychologist; one director of health, physical education and safety; one elementary coordinator.

School personnel consists of:

5 Principals
1 vice principal high school
2 supervisors
54 elementary teachers
73 secondary teachers
2 administrative and
13 clerical employees
25 operating and maintenance employees
1 nurse

The Munster schools use what is known as the K-6, 3-3 plan of operation. This means that each grade school is designed to handle children from kindergarten level through level 6. Junior high school includes students in grades 7 through 9, senior high school, students in grades 10 through 12. There is one section in special education for educable trainable children.

One nurse is assisted by a group of lay people who handle the health program.

In the elementary grades six items are stressed: reading, mathematics, spelling, writing, good work habits and good citizenship. Emphasis is placed on the teaching of a foreign language at the elementary level; German is taught to all children starting in grade 4.

The junior high school is composed of students in grades 7-8-9. It is designed primarily as a period to consolidate the teachings of the fundamentals along with experiences in experimentation and orientation in other areas such as shop, homemaking, art, music, (both vocal and instrumental), dramatics and speech.

The senior high school offers the following curricula:

College Prep.

College Prep. Science

Industrial Education

Home Management

Secretarial

Bookkeeping Clerical

General

All public schools are state controlled and must adhere to the curriculum outlined and the textbooks as prescribed by the state. Any deviation from this pattern or addition to the state suggested offerings must have the approval of the State Commission on Education. For example the foreign language program which goes far deeper in the area than the state requirements, has special state approval. Likewise our senior high school program in computer math had to have special approval from the State Commission on Education.

The general program of the senior high school is also influenced by North Central Association requirements.

The offerings of the schools and how they should be taught are under constant scrutiny and study.

Sources of revenue are as follows:

Budget Funds:

1. Special School Fund—operation and maintenance of schools.
2. Tuition Fund—for paying teachers and transfer tuition.
3. Bond Fund—for repayment of bonds issued to construct school facilities.
4. Cumulative Building Fund—to be used to secure monies to construct, equip and repair schools.

All the above mentioned funds are financed primarily from local tax levies.

State Revenue

The state of Indiana contributes to the support of schools with revenues collected from the gross income tax and sales tax. About 30% of the tuition funds required in Munster at the present time come from state sources.

The 1967 budget of the School Town of Munster:

Special School Fund	$ 581.000
Tuition Fund	1,038,000
Bond Fund	59,635
Cumulative Building	325,000
Recreation Fund	10,000
Lease Rental Fund	249,572
Veterans Memorial Fund	25,250

Tax rate by funds:

Special School	1.312
Tuition	1.804
Cumulative Building	1.25
Recreation	.03
Lease Rental	.759
Veterans Memorial	.086
Total	5.241

We have the following schools at present:

James B. Eads, 8001 Harrison Avenue

Ernest R. Elliott, 8718 White Oak Avenue

James F. Lanier, 1040 Ridge Road

Wilbur Wright Junior High, 8824 Columbia Avenue

Munster High, 8808 Columbia Avenue

Projected new elementary school to be constructed for operation in September, 1968 located one and one-half miles south and west of the Elliott School.

The 1967 budget estimated source of revenue is as follows:

Local tax	75%
State tax	20%
County tax	5%

VOTER INFORMATION

First you must register—You are eligible to register if you are a citizen of the United States, and at least 21 years of age, and a resident of your precinct 30 days, of your township 60 days and of Indiana 6 months.

If the above requirements will have been met by the November election, you may also register and vote in the primary election. If you are a naturalized citizen you are advised to take your naturalization papers.

Your registration is permanent in Indiana, but you must . . .
re-register if you move from one county to another in Indiana (at the same time you cancel your previous registration)

Reinstate your registration if you did not vote in any primary or general election within the four years corresponding to the term of the governor of Indiana (may be done by mail).

transfer your registration if you move to another precinct within your county (may be done by mail).

File a statement if you change your name.

When can you register? From December 1st up to and including the 29th day before a primary, and from May 15th up to and including the 29th day before a general election.

Where do you register? (this includes original registration, re-registration, reinstatements, transfer, change of name). County clerk's office (in counties under 80,000 population) or voters registration board (in counties over 80,000 population) or before a deputy registration officer.

Any of the above officers may register without reference to precinct, ward, or township boundaries, and the county clerk or voters registration board may establish substations.

Then you can vote.

When do you vote? . . . *Primary elections* . . . first Tuesday after the first Monday in May. *General elections* . . . first Tuesday after the first Monday in November. The polls are open from 6:00 a.m. to 7:00 p.m.

Where do you vote? . . . At your precinct polling place. Locations usually are announced in the newspapers. If not, call your county clerk's office, political party headquarters, or the League of Women Voters.

Absent Registration and Voting

You can register absentee if you expect to be absent from your county of residence during registration periods because of business, profession, or military service. Also, if you are confined because of illness, injury, or quarantine. (A physician's or Christian Science practitioner's certificate is required).

You can vote absentee if you are a registered qualified voter expecting to be absent from your county on election day or expecting to be confined because of illness.

You can vote absentee, in person, before an absent voters board in county clerk's office or substation from 17 days before through Saturday before the election.

You can vote absentee, by mail, if application for ballot can be made from 30 days before through Saturday before the election. (No ballot may be mailed to an applicant within his county of voting residence).

Only the following may vote by mail, or in person:

Member of the armed services* or merchant marine, or spouse or dependent, outside the U.S.

Student or spouse attending college or university outside the country.

State or federal employee or spouse or dependent, outside the state.

Anyone employed or spouse, or dependent outside the U.S.

Anyone confined by illness or injury or expecting to be in hospital, nursing or convalescent home† outside the county.

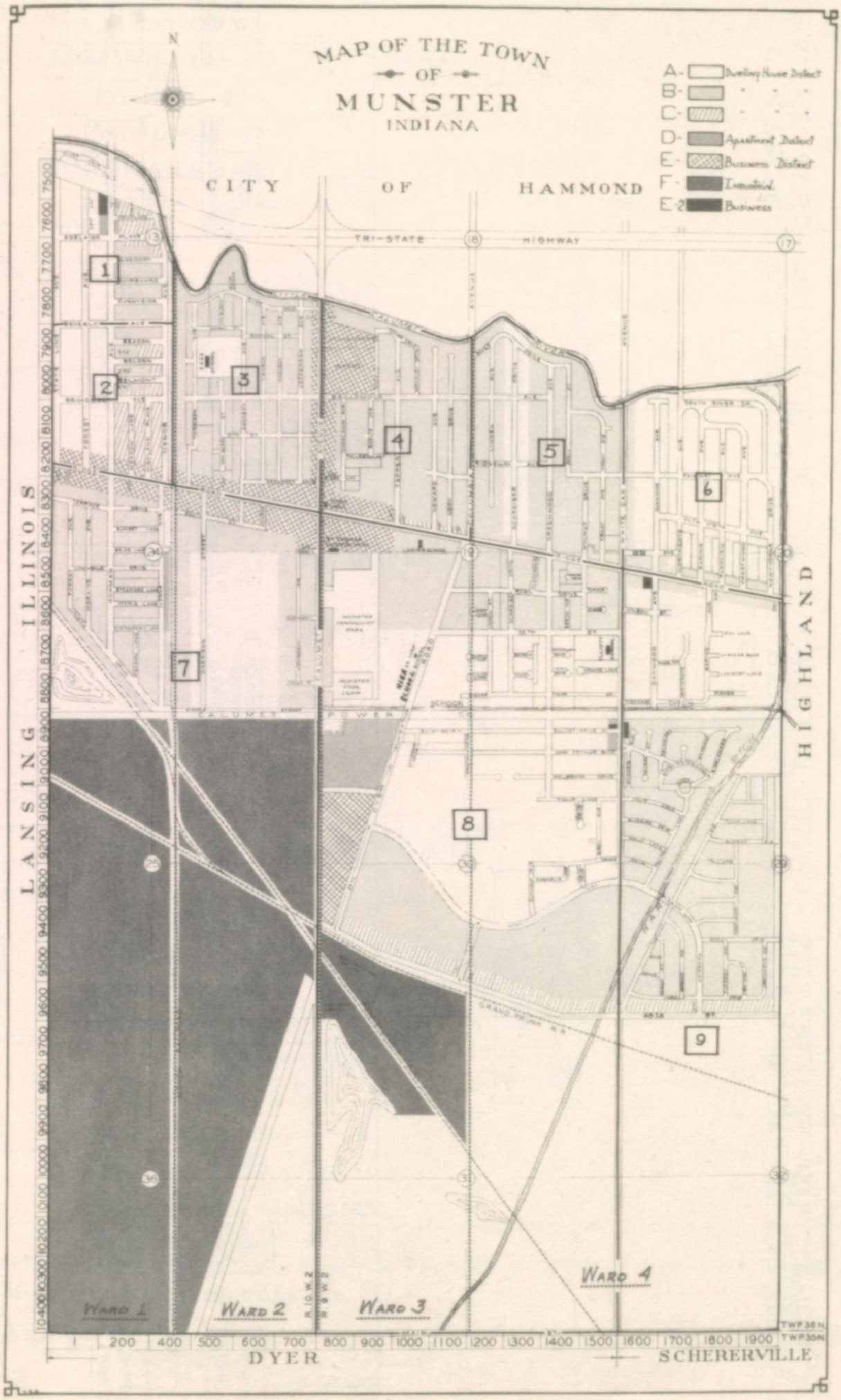
At the place of confinement one can vote on Monday before the election before an absent voters board in county of voting residence.

Your best source of help on registering and voting absentee is your precinct committeeman. All absentee ballots are delivered and counted in the voter's home precinct on election day.

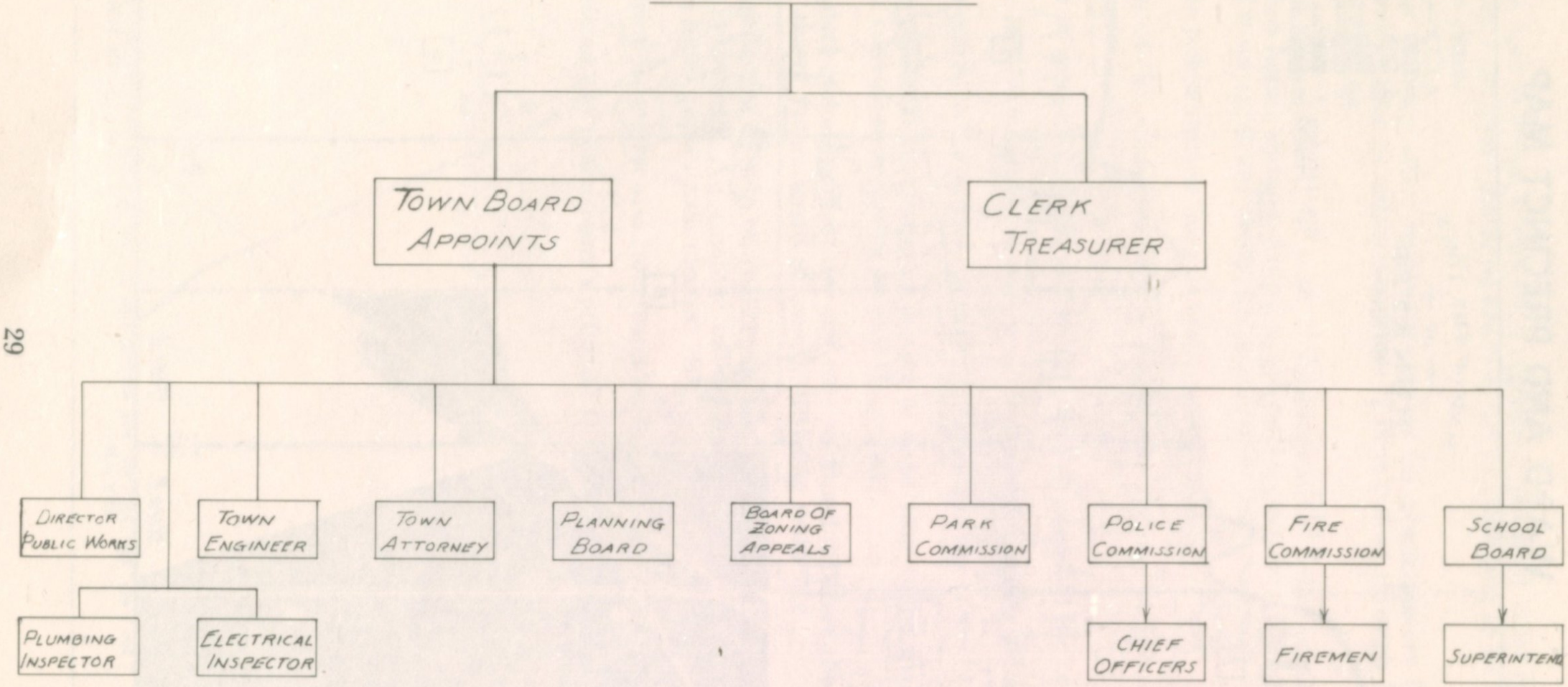
* Application for ballot also constitutes registration.

† No physician's or practitioner's affidavit is needed to vote.

WARD AND PRECINCT MAP



EVERY FOUR YEARS VOTERS ELECT...



MUNSTER ELECTION CALENDAR

OFFICE	1968	1970	1971	1972
I NOMINATED BY NATIONAL CONVENTION				
President 4*	x			x
Vice-president 4	x			x
II NOMINATED BY STATE CONVENTION				
2** U.S. Senators 6	1	1		
Governor 4	x			x
Lieutenant-Governor 4	x			x
Secretary of State 2	x	x		x
State Auditor 2	x	x		x
State Treasurer 2	x	x		x
State Attorney General 4	x			x
State Supt. of Public Instruction 2	x	x		x
Reporter—Supreme and Appellate Courts 4	x			x
Clerk—Supreme and Appellate Courts 4		x		
Judge of State Supreme Court:				
First District 6	x			
Second District 6	x			
Third District 6				x
Fourth District 6				x
Fifth District 6				x
Judge of State Appellate Court:				
4 First District 4	1	3		1
4 Second District 4	1	3		1
III NOMINATED BY PRIMARY ELECTION				
Representative in Congress 2	x	x		x
5 State Senators 4	3	2		3
11 State Representatives 2	x	x		x
Judge of Circuit Court 6	x			
Prosecuting Attorney 4		x		
5 Judges of Superior Court 4		x		
Judge of Criminal Court 4	x			x
Judge of Juvenile Court 4	x			x

*Number of years in term

**Number elected

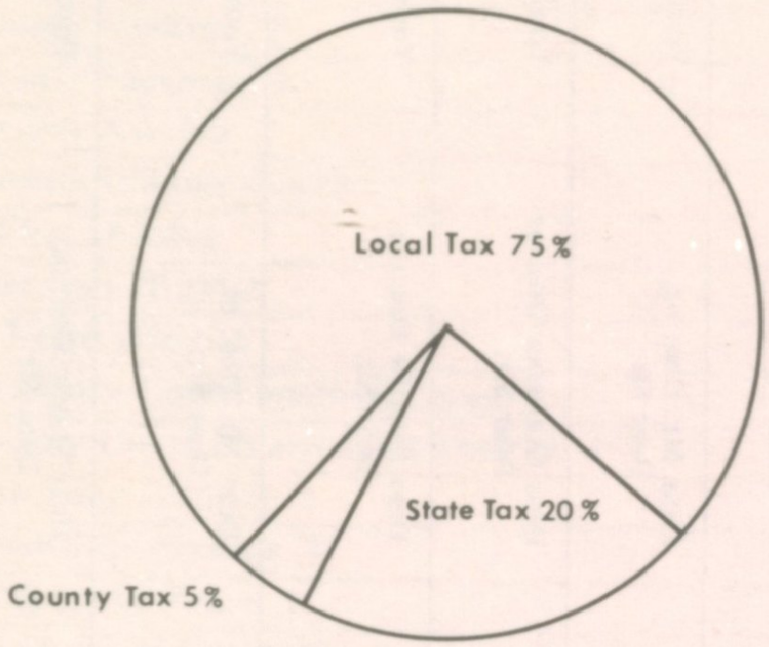
OFFICE	1968	1970	1971	1972
Clerk of Circuit Court 4		x		
County Auditor 4		x		
County Treasurer 4	x			x
County Recorder 4	x			x
County Sheriff 4		x		
County Coroner 4	x			x
County Surveyor 4	x			x
County Assessor 4		x		
County Commissioners 4				
First District		x		
Second District	x			x
Third District	x			x
3 County Councilmen-at-Large 4		x		
County Councilman—First District 4		x		
Township Trustee 4		x		
Township Assessor 4		x		
2 Justice of Peace 4		x		
2 Township Constable 4		x		
3 Members of Township Advisory Board 4		x		
Town Board			x	
Clerk-Treasurer			x	
IV ELECTED IN PRIMARY				
Precinct Committeeman (1 in each precinct) 2	x	x		x
Delegate to State Convention—1 day (1 from each delegate district)	x	x		x

HOW TO ADDRESS YOUR GOVERNMENT OFFICIALS

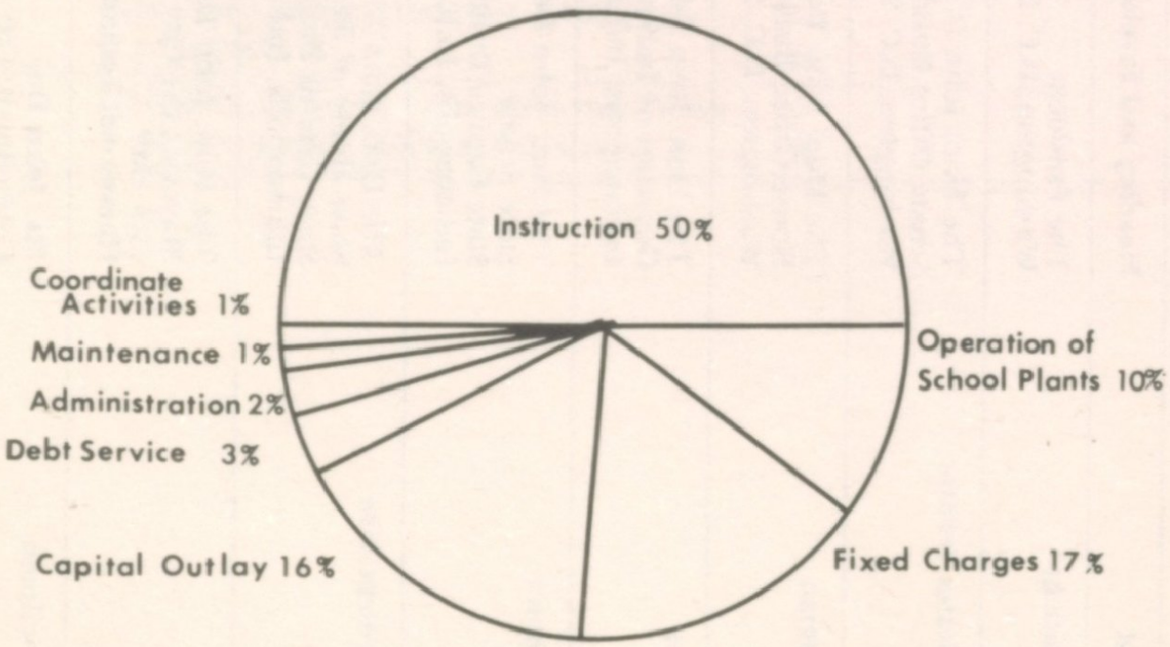
Official	Heading and Envelope Address	Salutation	Closing
The President	The President Washington, D.C. 20500	My dear Mr. President:	Respectfully yours,
United States Senator	The Hon. John Doe Senate Office Building Washington, D.C. 20510	Dear Senator Doe: or, Dear Sir:	Yours very truly,
Congressman	The Hon. John Doe House Office Building Washington, D.C. 20515	Dear Mr. Doe: or, Dear Sir:	Yours very truly,
Governor	The Hon. John Doe Governor of Indiana Indianapolis, Indiana 46204	Dear Governor Doe: or, Dear Sir:	Yours very truly,
State Senator	The Hon. John Doe State Senate State Capitol Building Indianapolis, Indiana 46204	Dear Senator Doe: or, Dear Sir:	Yours very truly,
State Representative	The Hon. John Doe State House of Representatives State Capitol Building Indianapolis, Indiana 46204	Dear Mr. Doe: or, Dear Sir:	Yours very truly,
Mayor	The Hon. John Doe Mayor of the City of Hammond City Hall Hammond, Indiana 46320	Dear Mayor Doe: or, Dear Sir:	Yours very truly,
City Councilman	Mr. John Doe Councilman, City of Hammond City Hall Hammond, Indiana 46320	Dear Mr. Doe: or, Dear Sir:	Yours very truly,

School Funds: 1967

Sources:



Distribution:



Figures obtained from the office of the Superintendent of Schools. All figures are rounded.

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